

# REQUIREMENTS

## CHEMISTRY FOR ENVIRONMENTAL PROFESSIONALS – APPLIED (CEPA) (165.21)

### FACILITY REQUIREMENTS

#### 1. Classroom Space

One classroom approximately 50×30 feet is required. The classroom should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed. The classroom should have adjustable lighting, adequate ventilation and electrical outlets.

#### 2. Facility Access

**ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure.** The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

#### 3. Audio-visual Equipment

The classroom should contain the following materials:

- Projection screen for showing 35mm slides.
- One-half-inch VHS VCR with color monitor (minimum 19-inch diagonal).
- Overhead projector

The VCR and monitor will be needed Tuesday morning through Thursday afternoon. If the VCR and monitor are not available at the facility, the local contact must locate a nearby rental agency and make arrangements to have the desired equipment delivered to the facility for use during the course. These arrangements should be made in a timely fashion to ensure availability.

#### 4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

#### 5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

#### 6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTP Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map. In addition, please include the telephone number of the local chamber of commerce.

## **PARTICIPANT INFORMATION**

This course is designed for environmental professionals who want an overview of applied environmental chemistry principles and practices pertaining to environmental investigations and cleanup.

No more than 30 participants may be enrolled in each CEPA course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

### **The local contact should inform participants of the following course-related information:**

- No special clothing is required; casual dress is encouraged
- Calculators are recommended
- The course lasts 2 days
- Class begins at 8 am Thursday; the course ends at 5:00 pm on Friday. (The companion course, Chemistry For Environmental Professional – Fundamentals, begins on Tuesday at 8:00 am and concludes on Wednesday at 5:00 pm).
- To receive an EPA course certificate, 100-percent attendance is mandatory.

## **SHIPPING REQUIREMENTS**

### **1. Facility Contact**

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a shipment of approximately 8–12 shipping cases and boxes (this shipment includes materials for presentation of the Chemistry for Environmental Professionals – Fundamentals course which precedes this course). Course instructors will require access to these materials at the time of course setup.

### **2. Equipment Delivery**

The course materials and equipment are shipped via Federal Express. The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Federal Express will not deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. The course director will verify whether the shipment has been received at the facility. ERTTP staff will call Federal Express to trace the shipments, if necessary.

### **3. Shipping of Equipment**

Normal pickup for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday afternoon.